

## Academic Advising Student Checklist

**Advising**  
800 Main Street, room C-021  
Pewaukee, WI 53072  
262.691.5400 (Phone); 262.691.5123 (Fax)  
[www.wctc.edu/advising](http://www.wctc.edu/advising)

### Important Dates and Deadlines:

- Complete the admissions process: \_\_\_\_\_
- Mandatory New Student Orientation: \_\_\_\_\_
- New Student Registration: \_\_\_\_\_
- Semester begins: \_\_\_\_\_
- Summer session dates: \_\_\_\_\_

### Login Information:

- Student ID number: \_\_\_\_\_
- myWCTC account username: \_\_\_\_\_
- myWCTCaccount/email password: \_\_\_\_\_
- Email login: username (above) @my.wctc.edu \_\_\_\_\_

### Phase 1: Getting Started

- Admissions:** Complete admissions steps: [www.wctc.edu/admissions](http://www.wctc.edu/admissions).
  - **Placement Testing:** Meet with your advisor prior to registration to review your placement scores to determine course registration options.
- Credit for Prior Learning (CPL):** Connect with your advisor to discuss CPL opportunities for which you may be eligible: [www.wctc.edu/prior-learning](http://www.wctc.edu/prior-learning).
  - **AP/IB/Other high school coursework:** If you have taken high school courses that you think may transfer to WCTC, submit required documents to the Admissions office for review.
  - **Transfer credits:** If you have college or military credits, submit your official transcripts to the Admissions office for review.
  - **CLEP/DSST:** Students may be awarded credit by achieving a satisfactory score on an exam for a course.
- Financial aid:** Apply for financial aid by completing the FAFSA online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) using 20 \_\_\_\_ taxes for the 20 \_\_\_\_ / \_\_\_\_ academic year. Apply by April 1 to be considered for maximum grant opportunities. Call 262.691.5436 or email [money@wctc.edu](mailto:money@wctc.edu) with questions.
- Veteran/Military Benefits:** If you have served in the US Military or are a spouse or dependent of someone who served in the US Military, connect with WCTC's veterans' specialist in the Armed Forces Student Center, C-016 ([www.wctc.edu/veterans](http://www.wctc.edu/veterans)).
- Dislocated workers:** Connect with your agency in addition to your academic advisor.
- Scholarships:** Apply for available scholarships, including the WCTC Foundation Scholarship, at [www.wctc.edu/scholarships](http://www.wctc.edu/scholarships). Check website for deadlines.
- New Student Orientation:** After program acceptance, sign up for the mandatory New Student Orientation (NSO): [www.wctc.edu/orientation](http://www.wctc.edu/orientation). This needs to be completed prior to registration (if required by your program).
- myCard (Student ID):** Upload your photo ID when signing up for the NSO and obtain your card at the NSO. Or, go to the Service Desk, Room B-108.

### Phase 2: Registration

- Plan for registration:** [www.wctc.edu/reg-planning](http://www.wctc.edu/reg-planning).
- Registration:** Courses are not guaranteed. Registration for courses is on a first come, first served basis and students are encouraged to register early based upon registration date in one of the following ways:
  - Online through your myWCTCaccount (If you are having trouble, contact the Service Desk at 262.691.5555 or visit them in B-108.)
  - Phone registration: 262.691.5578
  - In-person registration: C-019 or during NSO
  - If adding a class on the day it begins, contact Registration by phone or in person.
- Accommodations:** Schedule an appointment with a specialist in the Student Accessibility office before the semester begins if you have a disability/health-related issue and want information about accommodations: 262.691.5318.
- Books:** Can be purchased online at [www.wctcbookstore.com](http://www.wctcbookstore.com) or in person at the Bookstore approximately 10 days before the semester begins. Remember to bring your schedule. Call 262.691.5304 with questions.
- Payment options:** Refer to the following link for **tuition, refund** and **payment options:** [www.wctc.edu/tuition](http://www.wctc.edu/tuition). Refer to following link for **financial aid payment options:** [www.wctc.edu/finaid](http://www.wctc.edu/finaid).
- Veteran/Military Benefits:** Complete Enrollment Certification form and return it to the Armed Forces Student Center, C-016.



# Academic Advising

## Student Checklist *(continued)*

### Phase 3: Final Preparation

- Pay tuition:** Students are responsible for all tuition and fees. Official drops must be done by 11:59 p.m. the day before the class begins for a 100 percent refund or during the refund period for a partial refund. Visit [www.wctc.edu/tuition](http://www.wctc.edu/tuition).
- Review your course schedule for potential conflicts and to confirm the locations/times of your classes.
- Financial aid recipients: Follow up with the Financial Aid office if you have not been awarded. You may need to enroll in a payment plan. Connect with Financial Aid to confirm your eligibility for a textbook voucher or tuition deferment.
- Take another campus tour to become familiar with classroom locations, Academic Support, library, etc.
- Confirm that you have purchased all books and required supplies before the semester begins.
- Ensure that necessary paperwork is on file (Authorization to Release, i.e. if you want a parent to call on your behalf).

### Important Reminders

- No-call/No-show policy:** Attendance is mandatory for the first day of classes or you will be dropped. You will not receive a refund unless you contact Registration at 262.691.5578. Contact your instructor if you have special circumstances.
- Academic standing requires a 2.0 GPA or above. To remain in good academic standing, a student must maintain a minimum 2.0 semester GPA.
- Financial aid recipients:** You will need to maintain a 2.0 GPA or above and successfully complete 67 percent of credits you are enrolled in by the financial aid lock-in date in order to maintain satisfactory academic progress for financial aid.
- Policies and procedures: Please see the Student Handbook.

#### Important Contact Information

Academic Support	B-110	262.691.7837
Admissions	C-019	262.691.5200
Advising and Counseling	C-021	262.691.5400
Armed Forces	C-016	262.691.5431
Bookstore	Building K	262.691.5304
Financial Aid	C-019	262.691.5346
Registration	C-019	262.691.5578
Service Desk	B-108	262.691.5555
Student Accessibility	C-022	262.691.5318
Student Life	C-121	262.691.5302

*This document is intended for academic advising purposes only and is subject to change.*

You are responsible for contacting your academic advisor with questions and/or concerns. Contact information is listed above.